

**MEETING NOTICE AND AGENDA
MEETING OF PERSONNEL AND POLICY COMMITTEE
VILLAGE OF NORTH PRAIRIE
April 3, 2025 @ 8:30 a.m.
North Prairie Village Hall - 130 N. Harrison Street
North Prairie WI 53153**

Call to Order. D. Hall called the meeting to order at 9:00 a.m.

Roll Call. Trustee Rewasiewicz and President Hall present; Trustee McCormack – absent.

Confirmation of Proper Notice of Meeting. D. Hall. Confirmed proper notice of meeting.

1. Discussion and/or action as necessary: Approval of March 18, 2025, meeting minutes. Motion by F. Rewasiewicz; second by D. Hall to approve meeting minutes; motion carried.
2. Discussion and/or action as necessary: Deputy Clerk/Deputy Treasurer/Administrative Assistant employment process. D. Hall stated Administrator Etten is in the process of conducting phone interviews and in person interviews and will provide an update at the April 10, 2025, board meeting.
3. Discussion and/or action as necessary: North Prairie Village Board Committees & Responsibilities with recommendation to the Village Board. The committee discussed the final version as drafted by D. Hall; no changes were made. Motion by D. Hall; second by F. Rewasiewicz to recommend approval by the board as drafted; motion carried.
4. Discussion and/or action as necessary: Code Codification project. D. Hall stated no update was available and the project will need to be addressed at a future meeting; no action taken.
5. Discussion and/or action as necessary: HR Policy 2010-04 with recommendation to the Village Board. Administrator Etten drafted an updated Credit Card Usage Policy (HR Policy 2025-01), which is intended to rescind and replace HR Policy 2010-04 so that the credit card users and limits are better aligned with the spending authorization and staff positions. Motion by D. Hall; second by F. Rewasiewicz to recommend approval by the board as drafted; motion carried.
6. Motion to Adjourn. Motion by D. Hall; second by F. Rewasiewicz to adjourn at 9:03 a.m.; motion carried.

Deborah Hall, Chair
April 14, 2025